

# Enrolment Procedure

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative – Vice-Chancellor
<b>Accountable Executive - Policy</b>	Deputy Vice-Chancellor (Academic)
<b>Responsible Manager - Policy</b>	Director, Student Administration
<b>Review Date</b>	19 September 2026

## Section 2 - Purpose

(1) This Procedure outlines the key processes for the enrolment of students at La Trobe University. The [Enrolment Procedure - Variations](#) outlines the key steps for variations to enrolment.

## Section 3 - Scope

(2) Refer to the [Enrolment Policy](#).

## Section 4 - Key Decisions

Key decisions/Responsibilities	Role
Approval to enrol	Director, Student Administration or nominee
Review and overturn enrolment actions/decisions - administrative	Director, Student Administration or nominee
Review and overturn enrolment actions/decisions - academic	Dean or nominee

## Section 5 - Policy Statement

(3) This procedure forms part of the [Enrolment Policy](#) suite which governs its application.

## Section 6 - Procedures

### Part A - Eligibility for Enrolment

(4) A person is eligible to enrol as a student at La Trobe if they:

- a. meet the General Admission Requirements of the University as well as the specific requirements for admission for that subject or course, as outlined in the [Admissions Policy](#) and the [English Language Entry Requirements Policy](#).

- b. have been formally offered a place in that subject or course
- c. meet any current legislated requirements
- d. do not have an encumbrance of any kind, e.g., a sanction for failure to pay fees
- e. are not subject to a penalty under any of the University's statutes, policies or procedures that prevents them from enrolling permanently or for a defined period.

(5) Applicants may choose to defer their enrolment under the conditions outlined in the [Admissions Procedure](#).

## **Part B - Conditions of Enrolment**

### **Initial Enrolment**

(6) Enrolment occurs when a student has enrolled in a subject from or subjects within a course at La Trobe University.

(7) To be an enrolled student, an eligible person must meet all requirements of the enrolment process, including:

- a. enrolling into subjects in the course into which they have been admitted by the specified deadline;
- b. accepting the terms and conditions of being a student at La Trobe as detailed during the online enrolment process;
- c. any other requirements that may be specified from time to time (such as obtaining and providing a Unique Student Identifier - USI).

(8) Students normally self-enrol in subjects via StudentOnline unless advised by Student Administration.

(9) Students normally enrol in subjects that align with the course structure outlined on their Study Plan. Students who seek to enrol in alternate subjects to those required for their course must seek formal approval through the processes outlined in the [Enrolment Procedure - Variations](#).

(10) Enrolment must be completed by the end of Week One for a term-based subject, the end of Week Two for semester subjects or as advised for subjects of shorter duration. Enrolment in subjects after the specified deadline may only be permitted under the conditions outlined in the [Enrolment Procedure - Variations](#).

### **Proxy Enrolment**

(11) A domestic applicant who has received an offer of study may provide written authorisation for another person to act as a proxy to complete their enrolment and enrol into subjects on their behalf.

(12) A student enrolled by a proxy remains liable for all transactions made on their behalf in completing their enrolment.

(13) A proxy cannot:

- a. defer fees via a Commonwealth Assistance scheme
- b. complete any requirements where the University is required by legislation to interact directly with the student.

### **Entitlements of Enrolled Students**

(14) Subject to the conditions and any exceptions outlined in this Procedure, or other University policies or agreements, enrolled students have the following entitlements:

- a. all students enrolled in a subject or subjects at La Trobe are entitled to:
  - i. access StudentOnline and learning materials through the La Trobe Learning Management System

- ii. a student email account, which will be used as the primary mode of communication with the University
- iii. attend or participate in teaching sessions and other scheduled activities
- iv. an assessment of their learning and performance
- v. access academic supports available to La Trobe students
- vi. receive official documentation relevant to their enrolment and a transcript of their results at the completion of their studies.

b. students enrolled in subjects in a course at La Trobe are further entitled to:

- i. all student support services offered by the University
- ii. a student identification card.

(15) Students may be charged a fee where they require enrolment documentation during their course other than that which is available through Student Online. Applicable fees are advised on the La Trobe website.

(16) Schools must not provide individuals who are not formally enrolled in a subject or course of the University with access to any La Trobe learning materials, facilities or activities for that subject or course unless:

- a. they are already enrolled in an award course and have been given permission to audit a subject outside their course (see Part H);
- b. approval has been granted for extenuating circumstances by the Deputy Vice-Chancellor (Academic) or their nominee.

(17) Students who participate in an approved study abroad, exchange or cross-institutional program through La Trobe, either inbound or outbound, are considered La Trobe students for the duration of their program. Entitlements for students while participating in these programs may differ from other students (see the Studying Overseas webpage).

## **Responsibilities of All Enrolled Students**

### **Administrative Requirements**

(18) To maintain their status as a student for the duration of their studies all students are responsible for:

- a. planning their enrolment to meet course and subject requirements;
- b. ensuring their enrolment and personal details as recorded by the University are correct, exactly match Australian Tax Office and other official records, and are updated as required;
- c. maintaining enrolment in a subject worth at least 15 credit points or taking an approved Leave of Absence for any break that covers a Compulsory Teaching Period, as outlined in the [Enrolment Procedure - Variations](#);
- d. checking their La Trobe student email account regularly and responding to any directions by the University in relation to their enrolment, including re-enrolling by the relevant re-enrolment deadline where required (see Part E);
- e. paying or deferring (where applicable) all their fees and charges by the due dates;
- f. complying with all relevant La Trobe policies and procedures.

(19) After enrolment a person remains a student at the University until:

- a. they formally withdraw from the course;
- b. they have had their award conferred, including students who have sought an alternative exit from their course;
- c. their enrolment in the course has been cancelled by the University for failing to maintain an active enrolment in the course or under other circumstances outlined in Part H of the [Enrolment Procedure - Variations](#).

## Attendance Requirements

(20) There are no overall attendance requirements for enrolled students. Where individual subjects have specific attendance requirements (such as for placements or scheduled face-to-face activities) students are informed in advance through the relevant Subject Learning Guide.

## Participation Requirements

(21) The University is obliged to comply with relevant government legislation concerning student participation.

(22) Students must be active participants in their studies and in all matters of their enrolment. Students are expected to engage in and participate in all learning activities, including any online learning activities and in any interventions to support their academic progress.

(23) Active participation includes, but is not limited to, interaction with one or more of the following:

- a. the University Learning Management System
- b. the timetable system
- c. StudentOnLine
- d. assessment.

(24) The consequences for a student who is deemed a non-participating enrolment (NPE) are outlined in the [Enrolment Procedure - Variations](#).

## Completion of extra-curricular modules

(25) Students enrolled in an award course of the University are required to enrol in additional modules that promote a quality education and a safe environment for all. These may include modules such as academic integrity, cultural safety and respectful behaviours and may be varied by the University from time to time.

## Progress and Completion Requirements

(26) Students must maintain satisfactory academic progress as outlined in the [Academic Progression Review Policy](#) and must ensure they complete their course within:

- a. the Maximum Period of Study for the specific course for all students
- b. the Expected Duration of Study outlined on the Confirmation of Enrolment (CoE) for international students.

(27) The consequences for the enrolment of students who do not meet progress or completion requirements are outlined in the [Enrolment Procedure - Variations](#).

## Additional Responsibilities of International Students

### International Students - Onshore

(28) An international student studying in Australia is required to:

- a. comply with:
  - i. their visa conditions as determined by the Department of Home Affairs (DHA)
  - ii. if under 18, a nominated guardian arrangement approved by DHA, as outlined in the [Child Safety and Wellbeing Policy](#)
  - iii. their rights and responsibilities as determined by the Australian Government under the ESOS Act 2000 and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

(Cth)

- iv. the conditions of any scholarship or sponsorship, where relevant.
- b. notify the University of any changes to their residential address and visa status within seven business days of the change
- c. ensure that the University has their home country residential address if they return home during a study break.

### **Restrictions on Distance and Online Study**

(29) International students studying on a student visa may undertake part of their course online subject to the restrictions outlined in Sections 8.18-8.20 of the [National Code](#).

(30) Students who are enrolled in a StudyFlex subject are required to undertake particular elements of their course at their home campus (e.g., exams and workshops).

### **Change of Citizenship**

(31) Students enrolled at La Trobe are required to notify the University where there is a change to their citizenship or immigration status.

(32) Where a student's change to citizenship or immigration status impacts their eligibility for government funding, other external sponsorship or scholarship, or a HELP loan, the date that notification and evidence of this change is received by the University will determine the effective date from which a student's changed eligibility can be assessed, as follows:

- a. where a student submits confirmation of a change to the University before the Census Date, they may be entitled to a changed funding arrangement for that and future teaching periods;
- b. where a student's status changes after the Census Date, relevant funding arrangements will be retained for the duration of that teaching period.

## **Part C - Enrolment Load**

### **General**

(33) Enrolment load is calculated per half year:

- a. for completion monitoring, a student is considered full-time when their EFTSL is 0.5 or above per half year;
- b. for the purposes of meeting conditions for Australian government assistance, or for calculating student amenities fees, students are considered full-time when their Equivalent Full-Time Study Load (EFTSL) is 0.375 or above per half year.

(34) Below these values, a student is considered part-time.

(35) Courses at La Trobe have a maximum allowable credit-point enrolment depending on the requirements of the specific course and the structure of the teaching periods:

- a. semester-based and non-standard teaching courses have a maximum enrolment of between 60 and 75 credit points per half year;
- b. term-based courses have a maximum enrolment of 30 credit points per term and up to a maximum of 90 credit points per half year.

(36) For provisions in relation to underloading and overloading see the relevant sections of the Enrolment Procedure – Variations.

## International onshore students

(37) The University will monitor the enrolment load of international onshore students to ensure that they meet, wherever possible:

- a. the time frames prescribed in their CoE for completion of their course;
- b. all other obligations in relation to their enrolment under the ESOS Act.

(38) International students may extend a CoE under the circumstances outlined in the [Enrolment Procedure - Variations](#).

## Part D - Requisites

(39) Students may normally only enrol in subjects, whether as Single Subjects or as part of a course, where they meet, or will meet, any published pre- or co-requisites.

(40) If a student fails a pre-requisite subject, they will be withdrawn from any subjects in subsequent teaching periods which have that subject as a pre-requisite. Students in this situation may seek to enrol in an alternative subject in the relevant teaching period through an application to vary their enrolment.

(41) Subject Coordinators may approve the waiving of the requirement for an individual to meet the published pre- or co-requisites for specific subjects where it is determined that the student will not be disadvantaged in their learning outcomes by doing so.

(42) Undergraduate students are generally not permitted to enrol in postgraduate subjects. Any exceptions must be approved by the relevant Course Coordinator.

(43) Postgraduate students may enrol in a limited number of undergraduate subjects where provided for in their course structure.

## Part E - Re-Enrolment

(44) Students must re-enrol for the subsequent Compulsory Teaching Period in their study plan, unless they are on an approved Leave of Absence, or are expecting to complete their course in the current teaching period.

(45) Where a student is prevented from re-enrolling in a timely way in any subject through actions taken by the University (for example a change to subjects offered, or a late result for a prior subject), the University may re-enrol the student with their written consent where this does not disadvantage their academic progress.

(46) Students who fail to re-enrol by the deadline specified for the relevant teaching period, and who have not been granted a Leave of Absence, will have their enrolment status updated to Absent Without Official Leave (AWOL) as outlined in the [Enrolment Procedure - Variations](#).

## Part F - Concurrent Enrolment

(47) Approval to enrol in two or more other standalone courses in any teaching period at La Trobe is:

- a. only given where the relevant Associate Dean(s), Learning and Teaching is satisfied that the student will not be disadvantaged and has a realistic opportunity to succeed in their studies in all courses;
- b. conditional on the student maintaining satisfactory academic progress in both courses and may be revoked where the student cannot continue to meet this requirement.

(48) Students are required to abide by all relevant external requirements and legislation when undertaking concurrent study at one or more institutions. Students are not eligible for Commonwealth assistance for a subject where their study load for the preceding 12-month period is greater than two EFTSL, including any enrolment with another provider.

## **Part G - Single Subjects**

(49) The enrolment of any individual in Single Subjects must not normally exceed the full-time load in any teaching period.

## **Part H - Auditing of Subjects**

(50) Students who are already enrolled in an award course at La Trobe may apply to audit a subject, where they access learning materials or attend classes of a subject from another award course without enrolling in that subject.

(51) Students who wish to audit a subject must first seek the endorsement of their supervisor (in the case of graduate research students) or the relevant Course Coordinator (in the case of coursework students), by completing the Application to Audit a Subject Form. Endorsed applications are then forwarded to the relevant Subject Coordinators who will seek final approval from the relevant Associate Dean, Learning and Teaching.

(52) A Subject Coordinator or Associate Dean, Learning and Teaching may refuse a request where the participation of an audit student in their subject may not be appropriate, for example where a subject has quota restrictions, a placement as part of its requirements, or a high proportion of group work.

(53) The University does not allow individuals who are not already enrolled in a course at La Trobe to audit subjects.

## **Part I - Mobility Programs**

### **Cross-Institutional Study**

(54) Students currently studying in a course at La Trobe may apply for permission to study individual subjects with another recognised higher education provider, and to have this study credited towards their course at La Trobe, where:

- a. the equivalent subject is not available at La Trobe; and
- b. they have completed at least 60 credit points of studies with La Trobe University. This may be in their current course or another La Trobe course from which they have transferred.

(55) Students currently studying at another Australian higher education provider may apply to study individual subjects at La Trobe on a cross institutional basis. Evidence of approval for study and credit by the home institution must be provided as outlined in the [Admissions Procedure](#).

(56) International onshore students who wish to apply for inbound cross-institutional study at La Trobe must also provide a copy of their valid CoE and approval from their CRICOS-registered provider. Outbound international students who wish to apply for cross-institutional study at another Australian provider are also required to provide this documentation to the other provider.

### **Exchange and Study Abroad**

(57) Students currently enrolled in a course at La Trobe may apply for permission to participate in a mobility program:

- a. as an exchange student at an overseas institution with whom the University has a formal exchange agreement.

Students are not permitted to participate in an exchange where there is no agreement between La Trobe and a particular overseas provider;

- b. under a Study Abroad arrangement where they pay tuition fees to the overseas provider.

(58) International onshore students enrolled at La Trobe who enter into an Exchange or Study Abroad arrangement are still expected to complete their course within the original Expected Duration of Study stated on their CoE.

## Part J - Reviews of Enrolment Decisions

### Suspension or Cancellation of Enrolment

(59) Students may seek a review of any decision made by the University to suspend or cancel their enrolment under the conditions outlined in Part I of the [Enrolment Procedure - Variations](#).

### Other Enrolment-Related Decisions

(60) Students may seek a review of any other decisions made in relation to their enrolment where they are of the view that the [Enrolment Policy](#) or its related procedures have not been correctly applied.

(61) A request to review a decision must be lodged in writing, addressed to the Director, Student Administration, as follows:

- a. students enrolled in term-based subjects should apply within five business days of the relevant process or decision;
- b. students enrolled in semester-based subjects within 10 business days of the relevant process or decision.

(62) The Director, Student Administration will arrange for a review of the decision by a senior staff member who was not involved in the original decision. Where a member of academic staff was involved in the decision the Dean or their nominee will be asked to review.

(63) A written outcome will be provided within 10 business days of the date the request was received by the University.

(64) A request to review the decision may be dismissed where the applicant cannot substantiate their request in line with the allowable grounds.

## Section 7 - Definitions

(65) For the purposes of this Policy:

- a. auditing: where a student already enrolled in an award course at La Trobe accesses learning materials or attends classes of a subject from another award course without enrolling in that subject.
- b. cancellation (of enrolment): the administrative process by which a student's enrolment is terminated.
- c. Compulsory Teaching Period: a period during which student must be enrolled or on a formal Leave of Absence. Compulsory Teaching Periods are determined by the structure of individual courses:
  - i. for semester-based courses Compulsory Teaching Periods are Semesters One and Two
  - ii. for term-based courses the Compulsory Teaching Periods are as defined in the course structure and published in the University Handbook
- d. Census Date: the day on which a student becomes liable for fees for a subject, corresponding to the date no earlier than 20 per cent and no later than one third through the period during which the subject is undertaken,



- which is the time between the unit commencement and completion dates.
- e. course: a program of study leading to the award of a degree, diploma, or other award.
  - f. EFTSL: Equivalent Full-Time Study Load.
  - g. enrolment: the process by which a person becomes a student of a subject from or subjects within a course at La Trobe University.
  - h. exclusion: means the temporary or permanent prohibition of an individual from accessing any or all University facilities and services or participating in University activities. A temporary prohibition may be for a specific period or until a condition or conditions have been met. Where a student or participant is excluded from a course, short course or subject, their enrolment in the course, short course or subject is cancelled and they must reapply for admission.
  - i. Expected Duration of Study: the duration of a course for international students, as registered on CRICOS for the purposes of Standard 8 of the National Code.
  - j. international student: a student who is not a domestic student at the time of the relevant study and who holds an Australian student visa.
  - k. Maximum Period of Study: the maximum time for a student to complete a course, calculated by doubling the years required to complete the course on a normal full-time basis and adding one year. This applies except where a professional registering body specifies a shorter period.
  - l. Non-Participating Enrolment (NPE): a student who enrolls in a subject or subjects in a course but fails to engage in the content or assessment.
  - m. non-resident: all applicants/students who are not classified as domestic or international as defined in this Policy in relation to their visa/citizenship and location status. Non-Residents include:
    - i. any student enrolled in a non-domestic course (including Australian domestic students studying overseas in a course delivered by an offshore partner institution);
    - ii. non-domestic students studying on campus within Australia while on any temporary visa other than the student visa;
    - iii. non-domestic students who are studying in a domestic course that is delivered entirely online, where they do not need a student visa for their enrolment.
  - n. Reasonable Adjustment: a modification to the learning environment to assist a learner with a disability or chronic illness to be able to achieve the learning outcomes in their course of study.
  - o. Single Subject: a subject of an award course at the University in which a student enrolls independently of a direct enrolment in the course. This includes subjects that are undertaken as part of a designated entry scheme such as those that may be enrolled in as part of the Victorian Certificate of Education.
  - p. subject: a unit of study involving students in a series of learning activities, the outcomes of which are assessed.
  - q. suspension: means the temporary prohibition of a student from participating in University activities and accessing University facilities and services. A temporary prohibition may be for a specific period or until a condition or conditions have been met. A student's rights will be restored, including the ability to re-enrol in the original or equivalent course or subject, at the conclusion of the suspension.

## Section 8 - Authority and Associated Information

(66) This Policy is made under the [La Trobe University Act 2009](#).

(67) Associated information includes:

- a. [Enrolment website](#)
- b. [Studying overseas](#) website
- c. [Cross-Institutional Outbound Application Form](#) (for outbound cross-institutional or exchange programs)



## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th September 2024
<b>Review Date</b>	19th September 2026
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	19th September 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015
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## Glossary Terms and Definitions

**"student"** - Student is defined in the La Trobe University Act 2009 as: (a) a person enrolled at the University in a course leading to a degree or other award; or (b) a person who is designated as a student or is of a class of persons designated as students by the Council.